



# The Transition to ARC

A weekly update to United States Mint Office of Human Resources (OHR) employees  
From Sheila E. Williamson, Assistant Director, Office of Human Resources

Communication 21

Friday, December 2, 2005

## WHAT WE HAVE DONE SO FAR?

- Congratulations to both West Point HR office and Denver HR office for sending all of their OPF's to ARC. Keep up the good work.
- Frequently asked questions are posted on ARC's website. If you have further FAQ's, please send them to Sheila Williamson. FAQ's can be found on both the United States Mint and ARC's website.
- In the past, some utilized the practice of submitting awards with one signature. While we have done this over a period of time, this is inconsistent with the United States Mint and Treasury guidance. Therefore, all awards must have an initiating supervisor and a reviewing official's approval prior to submission to HR.

## Next Steps

- ▶ Sheila Williamson continues to monitor progress towards OHR of the Future. Updated information will be communicated to Plant Managers on an on-going basis.
- ▶ Sheila Williamson and ARC team members will meet with ARC representatives on Tuesday December 6, 2005 to discuss HR issues. This meeting will ensure both consistency and standardization between the United States Mint and ARC.
- ▶ Listed below are the issues for discussion.

OWCP – Finalize SOPs and transfer of Mint OWCP case files to ARC.

Military Leave – Employees entitlements to both their military and civilian pay during periods of military leave.

Leave Errors – Leave error reports and leave balances for timecard corrections

Help Desk Support – Clarification of Mint HR staff access and roles in NFC and HR Connect.

Web TA - Proper certification of timecards and leave balances do not roll over when correction timecards are done..

Vacancy announcements – Standardize vacancy announcements and clear up inconsistent language and errors on vacancy announcements.

Awards – Accounting code information on award submissions and proper routing approvals.

Duplication of HR services – Reminder of HR employees of their role and ARC's responsibilities.

Reports to correction in HR Connect system – Corrections needs to be made in the system, as well as mismatch of accounting codes in HR Connect need to take place.

Processing personnel actions- Ensure timely submission of personnel actions and elimination of backdating promotions.

Classification – Clear delineation of career ladder positions for ARC.

Follow-up visits – Finalize follow-up visits to the field sites and HQ.

- If there are any other issues to be addressed, please let us know.

**Message from the Mint-wide Career Consultant Team Coordinator for OHR,  
Wanda Wright:**

The training team continues to bring training to HQ and field sites upon their request. Career Consultants in the field sites will continue to identify detail opportunities for their employees. In addition, if you need materials in reference to Change Management, Interviewing Techniques and KSA writing, handouts are available upon request.

HQ employees please mark your calendar and sign up for Managing Organizational Change. This course will be offered to the first 20 employees on December 14-15, 8:00am to 4:30 pm, 2<sup>nd</sup> Floor Conference Room B.

In the future, Lily Whiteman will be scheduling seminars in the field sites upon request.